

APPROVED-(*as amended) November 18, 2010

CUMBERLAND SCHOOL COMMITTEE MEETING MINUTES

A special meeting of the Cumberland School Committee was held on Tuesday,

October 19, 2010 in the Cumberland Administrative Office – Superintendent’s Conference Room, 2602 Mendon Road, Cumberland, Rhode Island.

Agenda Item #1: Chairman Convenes Meeting

Chairman Costa convened the meeting at 7:09 p.m.

Agenda Item #2: Approval of Agenda

Mr. Wood made a motion to approve the agenda, 2nd by Mr. Pedro, approved 4-0.

Members Present: Donald Costa, Jeff Mutter, Dan Pedro, Earl Wood – Ryan Pearson came in during the Sodexo Presentation.

Staff Present: Donna A. Morelle, Ed.D., Superintendent, Joseph A. Rotella, Esq., Director of Administration, Alex Prignano, Business Manager

Agenda Item # 3: Presentation by Sodexo School Services

Prior to the start of the presentation it was noticed that a member of

the audience was planning on videotaping the entire meeting and Sodexo personnel advised the School Committee that they cannot allow this to happen without a signed consent form from each of the employees involved. At that point after minimal discussion, Mr. Rotella asked the member of the audience to not videotape and so the recording stopped. It was a public meeting so the taping could have gone on and Sodexo did state that they did not realize that this meeting would be being taped, otherwise they would have had the proper paperwork taken care of. The member of the audience that was doing the taping was advised by Mr. Rotella that if she chose to continue to tape, she could have, but it would be appreciated if she did not. Dr. Morelle also wanted to reiterate that this was a public meeting and that no one had made us aware of any limitations, such as Sodexo employees requiring a photo release from their company. Mr. Mutter thought that seeing how this was a public meeting, there should be no restrictions. Mr. Costa noted that if this meeting were taking place in the auditorium, it would have been videotaped ,*at this point the meeting was allowed to be videotaped.

There were three members present from Sodexo, Joe Pardee, Karen Lovelund, Gail Hoins. Mr. Pardee wanted to start the presentation with a review of the first year, July 2009 through June 2010.

First three things on their agenda were Executive Review, Energy Audit and Procurement and FCAP – Facilities Capitol Action Plan and ADA Review. Part of the Executive Review was a review of the Top Four Expectations that Cumberland Public Schools had. One of those expectations was to improve the schools facilities quality and

Mr. Pardee pointed out that in August of 2009 there was an APPA (Association of Physical Plant Administrators) Score of 3.8 (on a scale of 1-5, 1 being excellent) for our facilities quality, and in August of 2010 that score had gone down to 2.6. Substantial improvement during the first year-he gave some examples of polished baseboards, the overall quality of cleanliness in the buildings and the conditions of the floors – he showed one picture of before and after shots of a floor at McCourt Middle School – big difference. The second expectation was to establish a Work Order System for tracking and follow-up. There is now a work order system in place which is computerized; historically it was always on paper. Mr. Pardee noted that typically during the first year of transition one can expect 80% efficiency; we had actually hit 98% efficiency, which was excellent. Dr. Morelle noted that our expectations for this system were very high and Sodexo was very accommodating with us and worked with us to implement this task – going on to say that it is a very effective system – results are excellent. The average turnaround on a work order is 5-6 days – emergency requests are completed right away, such as a broken pipe, no heat, etc. The system also helps the district to track spending – we can determine how much we have spent on repairs on specific equipment, thus knowing when enough is enough and it is time to replace that piece of equipment. Juan Garcia noted that everyone is on board with this system, schools, employees, etc. This system lets us keep track of where the requisitions are coming from and how many each school, etc. does annually. Juan went on to say that the system did have hiccups in the beginning, but they worked

through it and now we have a great system which has eliminated a paper trail. The next expectation was for Staff training and development. Mr. Pardee pointed out that there has been lots of training; Sodexo cleaning process, safety programs, etc., this training is to develop the staff to be better at their job. The training is always on-going, depending on programs and equipment. The last expectation was Cost Savings. One of the major cost savings to the district was the fact that Sodexo brought in \$79,000 of equipment to be used in our schools by our employees. Another part of the cost savings initiative is Energy Management. They saved \$5,400 in the first year for locating a duplicate meter. Mr. Pardee said that they have someone that is constantly looking for ways to cut costs on energy. Their projected savings for gas and electricity in year two is \$124,000. The second item that Mr. Pardee highlighted was Energy Audit and Procurement. Sodexo wanted to find energy savings that would get them quick dollars so that we could reinvest those dollars in our infrastructure. Mr. Prignano stated that he would like to make the short term paybacks get taken care of first. Rise and National Grid have been in to McCourt Middle School and Garvin School and things such as boiler time delays, light stats, co level tracking, etc., are some things that were found and reviewed. Sodexo provided a spreadsheet that lists projects, annual savings, pricing, rebates payback and priority. The third item that Mr. Pardee highlighted was Facilities Capital Action Plan. Sodexo has compiled an action plan of prioritized capital projects for the district. They also have a survey process which includes a review of our facilities inventory,

classifying projects, providing cost estimates for those projects, performing visual inspections. Sodexo will advise us when equipment or part of a structure has gone beyond its life span and needs repairs or is unappealing. Also, if a piece of equipment has gone beyond its useful life and needs to be replaced and will bring value to the facility, they will make recommendations. They will prioritize such projects/investments on a 1-5 priority level, depending on safety issues, environmental issues, payback, operational costs, deficiencies in systems(which could cause system failure in buildings), and aesthetic issues. Sodexo will also assist us in Project Estimating. They will put together historical facility data, get contractor estimates, review code compliance, assist in the bidding process. Ms. Hoins commented that the pie charts, bar graphs, etc., that Mr. Pardee was reviewing, have several recommendations, cost scenarios and time lines associated with each project.

Agenda Item #4: Discussion and/or Vote on Year 2 Contract Amendment

Mr. Prignano noted that the current Sodexo contract allows both sides to go back through the contract and adjust terms, etc. The contract has been tabled by the Finance committee so only a discussion can take place tonight-needs to be on the next meeting agenda. Mr. Prignano pointed out that Sodexo wanted a 2.9% increase, but they have agreed to a 2% increase. They also wanted to take out the \$115,000 credit for the difference from 32 to 28.5 custodians and Mr. Prignano said that currently they are at 29

custodians, so it was a moot point at taking out the \$115,000 – so they did take it out. Also noted was the fact that Sodexo said we could defer one of our payments over the next four years, interest free. Mr. Pearson asked Juan how he thought it was going so far for the first year of the contract. Juan thought it was good, everyone has their assignment, everyone was achieving their goals, there were lots of changes-some people like the change, others not so much, lots of new equipment, lots of training(for safety and equipment use), and he also said there was more accountability – some like it and some don't. Juan went on to say that the schools definitely look better and it will only improve even more. Dr. Morelle noted that the School Committee was looking for a change for the opening of school last year – Sodexo knew what it would take to make the schools look better and be ready for the opening of school and they went ahead and made it work! Mr. Pardee told Dr. Morelle that there would be improvements and there have been 3.8 APPA score down to 2.6 was just one example and another example is that when vendors come into the schools they are commenting on how much better they are looking – all positive comments. Mr. Prignano asked is the training only happens once a year and the response was definitely not, it goes on all year – they train for safety, they train for equipment use, regulatory checks, surprise audits, etc., safety is huge with Sodexo. Mr. Costa asked if the janitor duties are listed so that if subs come in they will know what to do. Juan said yes the duties are listed and he trains the subs. Juan went on to say that there are duties listed for each area, not a job description. Mr. Pearson asked if there are goals

that are to be met regarding these duties and Juan said that they are working toward that, but right now they follow Cumberland Public School policies. Mr. Pearson asked Sodexo if they could help us develop policies, job descriptions. Ms. Hoins said they could absolutely do this with us. Mr. Rotella noted that there are job descriptions in place – jobs that are specifically required to be done. Mr. Pearson asked Mr. Rotella if he wanted Sodexo to help us with the job descriptions because he felt there is no formal evaluation in place but Sodexo could help us develop one. Mr. Costa asked if absenteeism has improved. Juan stated that he thought it had improved. Mr. Costa stated that he understands that Sodexo wants to get down to 28 custodians, but he does not want to sacrifice cleanliness. Mr. Costa also asked about overtime, but Mr. Prignano assured him that it is less expensive to pay the overtime than it is to hire full time people. Dr. Morelle would like to have this conversation about absenteeism with Ms. Lovelund at another meeting.

Agenda Item #5: Adjournment

Mr. Mutter made the motion to adjourn, 2nd by Mr. Pearson, approved 5-0.

Meeting was adjourned at 8:47 p.m.

Meeting minutes respectfully submitted by Linda A. Jackvony